

## Internationally Qualified Midwives Application Guidelines

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## Internationally Qualified Midwives Application Guidelines

Internationally qualified midwives (IQM) may be able to [register](#) in Aotearoa New Zealand.

Please carefully read the application guidelines below before proceeding and contact the Council on [registration@midwiferycouncil.health.nz](mailto:registration@midwiferycouncil.health.nz) if you need clarification. Please note that any deviation from the guidelines may result in delays or rejection of your application.

The information sheet [Internationally Qualified Midwives \(IQM\) applying for Registration](#) and all other relevant documents (on right hand side of this website page including the Registration for Internationally Qualified Midwives Policy – February 2021), provide additional guidance.

We must have full and current contact details for you. You are required to keep these up to date throughout the registration process and beyond. We will send matters to do with your application to the email that you provide.

### Privacy

The information collected by the Council about you is governed by the Health Practitioners Competence Assurance Act 2003 and the Privacy Act 2020. It can only be used for the purposes for which it is collected. You can ask to inspect this information at any time and correct it if necessary. The Council will provide some of the personal information it collects to the Health Practitioner Index. Some personal information is also given to Ministry of Health Sector Services who validate payment claims associated with maternity services.

## Applying for Registration

### Application and Fees

The application fee must be paid at the time of the application. Payment must be in Aotearoa New Zealand dollars \$NZD. A list of [fees](#) can be found on our website.

Please note the fee is not refundable and there will be no processing of your application until the fee is received.

If you wish to pay by **direct credit/international money transfer**, please contact the Operations Manager on [info@midwiferycouncil.health.nz](mailto:info@midwiferycouncil.health.nz)

### Create an Account

Applications for registration are made online. Before you can apply to be registered as a midwife in Aotearoa New Zealand you must create an account at our internet site by entering the “Sign in to MyMCANZ “. Use your email address as your username and create a new account

## Welcome to MyMCANZ

Username

Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

[Create a new account](#)

When logging in, New Zealand registered midwives should use their registration ID number as their username.

New Zealand graduates, Internationally Qualified Midwives and Trans Tasman Mutual Recognition Agreement applicants should use their email address as their username until registration is approved.

Do not use this application type or read these guidelines if you are currently registered as a midwife in Australia. Read the [I am an Australian registered midwife](#) information on our website.

### Fitness for Registration

The Health Practitioner Competence Assurance Act 2003 (HPCAA) emphasises fitness for practice in relation to:

1. Effective communication
2. Fluency and comprehension of English
3. Criminal or civil convictions
4. Adverse mental or physical conditions
5. Existing or pending disciplinary proceedings
6. Being under investigation in respect of disciplinary matters
7. Being subject to professional disciplinary orders
8. Constituting a danger to the health or safety of the public

### Key Documents Required by the Council:

Please find here: [Relevant documents](#) on the website. Please follow the instructions below for other documents required that have to be sent directly to the Council.

- Certification Checklist
- Competencies for registration as a midwife – self assessment template
- Health Disclosure (if health condition disclosed)
- IQM Applying for Registration (information sheet)
- IQM Character Reference – Midwife

- IQM Character Reference – Person of Good Standing
- IQM Evidence of Identity
- IQM Medical Certificate
- IQM Qualification Comparability Document
- Statement on criminal conviction (if conviction disclosed)

### **Evidence of Identity**

The Council is required to confirm your identity with certainty, and you will be registered under your full **legal** name. If your current name is not the same as on the identity documents supplied, or on any certificate of good standing that you arrange to be supplied (see below) then you must also attach **certified** evidence of your legal change of name e.g., a certified copy of your marriage/divorce/name change documentation.

Documents accepted as Evidence of Identity are shown on the document called IQM Evidence of Identity. Please do not send original copies of identity documents. You must include a **Certification Checklist** with the documents. This checklist outlines who can be a certifier.

**The Council must receive hard copy certified documents.** These must be sent to the Midwifery Council. P.O Box 9644, Marion Square, Wellington 6141, Aotearoa New Zealand.

### **Medical Certificate**

The Council is required to satisfy itself that you do not suffer from any mental or physical condition that would prevent you from performing the functions of a midwife in an adequate manner. Any mental or physical condition you have will not necessarily prevent you from being registered as a midwife. All circumstances will be considered on a case-by-case basis. Registration will not be refused without discussing this with you.

You should arrange for an examination by your medical practitioner. The form must be completed by your medical practitioner and must be sent directly to the Midwifery Council by the health practitioner or their practice.

### **Self-Declaration of Mental and Physical Health**

If you have any mental or physical medical conditions, you should complete a Health Disclosure form and upload this with your application.

### **Character References (two required)**

*IQM Character Reference – Midwife.* One reference must be completed by a Registered Midwife who has worked with you and is familiar with your midwifery practice.

*IQM Character Reference – Person of Good standing.* The second reference must be completed by another person of good standing in the community who has known you for at least two years. This can also be a midwife.

Both forms must be sent **directly** to the Council **by the referees**. These can be sent as a pdf by email.

Character references will not be accepted from persons living with you or from relatives. A person of good standing in the community is a person in a position of responsibility and is most likely professionally qualified. Some examples are a lawyer, engineer, doctor, schoolteacher, police officer, minister of religion.

### **Police Certificate**

Police vetting is a standard requirement in Aotearoa New Zealand for persons responsible for the care of others, particularly those in vulnerable circumstances. The Police report(s) in support of your application must be given by the National Police Authority for the country, not a local or state office. You must request a current report from your country of residence **and** from every country where you have resided for a period of 12 months or more over the age of 18 years old. The Council does not waive this requirement.

Please follow this link to [our website](#) which explains the process for obtaining a Police certificate that will be acceptable to the Council. This is completed through our provider **Fit2Work**. If you do not follow this process the Council may not accept your evidence of police vetting. Fit2 Work will send the report(s) directly to the Council.

During the application process, if declare you have resided in Aotearoa New Zealand for 12 months or more from the age of 18 years , you will be prompted to download the Police Vetting Service Request and Consent Form for the Aotearoa New Zealand Police. Complete the form and upload this with your application. (**do not** send it to the Police, the Midwifery Council needs to do this).

### **Self-Declaration of Convictions**

A conviction will not necessarily prevent you from being registered as a midwife. Each case will be considered on its merits taking into account factors such as the nature of the offence and the circumstances surrounding it, the penalty imposed, the time passed since the conviction, and any discernible pattern of offending. Registration will not be refused without discussing this with you first. Please fill out the statement on criminal conviction if you have had a conviction.

### **Registrations with Other Regulatory Authorities**

Applicants are required to disclose all previous and current registrations with other professional regulators in Aotearoa New Zealand or another country. This is to ensure you meet the requirement of fitness to practice.

You are required to provide verification of registration and of current good standing from the national or state regulatory authority where you are currently registered as a midwife and from each other health practitioner

authority where you have been registered in the past. Verification of good standing requires a statement from the registration authority to the Council to the effect that you are currently registered with them, are in good standing with them, have no restrictions on your practice, are not subject to any disciplinary or competence proceedings, and are not under investigation in relation to any discipline or competence matter. The fact that you can show that you were on a register at some past date, or still are on a register (e.g., your name in an online register, copy of a practising certificate, confirmation of placement in a register from the registering authority) does not satisfy this requirement.

This verification must come from the national regulatory authority for midwives in your country (in some cases this may be a State regulatory authority). It cannot come from a local authority or from any organisation involved with your employment. **It must be sent directly to the Council from the overseas regulatory authority.**

### **English Language Requirement**

The ability to communicate in and comprehend the English language is a specific requirement of the Health Practitioners Competency Assurance Act 2003 (HPCAA). If English is not your first spoken language you will be required to demonstrate a reasonable level of proficiency before you can be registered by passing an English language proficiency test.

Note — "First spoken language" means the language you spoke first. It does not mean your current primary language or the language you now speak the most.

If English is not your first language you will need to demonstrate to the Council that you have the required standard of English. This may be through completion of an English language proficiency test or through demonstrating sufficient education and assessment in English through another process for example a minimum of four years secondary schooling and completion of your midwifery qualification in English.

There are two English language proficiency tests recognised by the Midwifery Council:

### **International English Language Testing Systems (IELTS)**

You must achieve an overall pass rate in the Academic Module of no less than 7.5, with no less than 7 in each of the 4 bands. A pass may be achieved over a number of sittings not more than 12 months apart, however any qualifying scores counting toward entry must be obtained in the same test. A listing of test centres can be found at the IELTS website ([www.ielts.org](http://www.ielts.org)). You must instruct the testing centre to send a copy of your results directly to the Midwifery Council.

### **Occupational English Test (OET)**

You must achieve either A or B in each section. A pass may be achieved over a number of sittings not more than 12 months apart, however any qualifying scores counting towards entry must be obtained in the same test. More information about the OET may be found at [www.occupationalenglishtest.org](http://www.occupationalenglishtest.org). You must instruct the testing centre to send a copy of your results directly to the Midwifery Council.

If you have previously sat an English language proficiency test, the results should be no more than three years old so that they can be verified as legitimate results.

## **Qualification Equivalence and Post-Registration Experience**

### **Assessment of your Midwifery Education Programme**

Please complete the IQM Qualification Comparability Document to assist our assessors. Send this to [registration@midwiferycouncil.health.nz](mailto:registration@midwiferycouncil.health.nz) or upload in your application.

The Council will assess your midwifery qualification to ensure that it is at the same level as those of an Aotearoa New Zealand graduate. This means that your midwifery qualification must be comparable to a Aotearoa New Zealand **Bachelor's degree** which is at level 7 of the [Aotearoa New Zealand qualifications framework](#) . Key attributes of a degree include:

- demonstrated intellectual independence, critical thinking, analytical rigour and professionalism
- engage in self-directed learning
- demonstrate knowledge and skills related to the principles, concepts, chief research methods and problem-solving techniques of a recognised major subject which is midwifery in this instance

For further information about a Bachelor's degree please refer to the Aotearoa New Zealand Qualifications Authority [NZQA website](#).

In some situations, the Council may request that your qualification is assessed by NZQA to ascertain the academic level and to assess authentication and verification of your qualification. There are additional charges for an assessment of your midwifery qualification. These charges are paid directly to NZQA by the applicant. If the Council is required to review the programme syllabus there may be additional charges for this assessment.

### **Evidence of your Qualification Content**

You must ask the education provider where you completed your midwifery qualification to send a full transcript of your programme directly to the Midwifery Council. We will accept electronic qualifications if we can access them directly through the education provider.

A transcript must state the name of the programme completed, the commencement date, the completion date, each of the courses/units/modules

completed, the theory and practical hours, and a detailed breakdown of the clinical practice that you completed during your programme.

This must include the following:

- follow throughs or continuity of care experiences, (follow throughs are where a student midwife assists a midwife in the provision of care to a pregnant woman throughout pregnancy, labour, birth and the postnatal period. There is an expectation that the student will provide ‘hands on’ care under the supervision of the midwife throughout the period of involvement.)
- number of women cared for in labour where you facilitated the birth,
- labour care where you did not facilitate the birth,
- number of women cared for with complications,
- number of antenatal, postnatal and neonatal assessments completed.

You may also need to provide additional information to enable the Council to evaluate your programme content.

We require your midwifery education curriculum (syllabus) and/or course descriptors with learning outcomes. They can be emailed directly to us from the provider unless they are available publicly on the website of the institution where you completed your midwifery education. We must also assure ourselves that your programme of education has undergone a recognised accreditation process within your country of registration.

### **Assessment of your Post-Registration Practice and Continuing Education**

Your midwifery clinical practice must be current, and you must include evidence of a minimum of one year post registration midwifery practice which must include antenatal, intrapartum and postnatal care, within the immediate five years preceding your application.

You must supply a portfolio of your post-registration midwifery practice experiences, and any continuing education.

To enable us to assess this requirement you must provide the following:

#### **a) Post-registration midwifery practice experiences**

- A full copy of your CV, a timeline of your employment - Your employment history must state the position you held and include a detailed description of your role and midwifery practice.

#### **b) Post-registration education**

- You must provide evidence of continuing midwifery education that you have undertaken in the last three years This must include proof of attendance in the form of certificates.
- This should also include reflections on your continuing education and how this has been integrated into your practice.



### c) Completed self-assessment

- You must also complete the Competencies for registration as a midwife – self assessment template. Here you need to describe how you meet the competencies.

### Monitoring the Progress of your Application

If further information is required, the Council secretariat will email you to inform you and seek this information.

If you meet the fitness, qualification, and competence requirements (with the exception of specific competencies and criteria related to the Aotearoa New Zealand context) you will be entered onto the Register. You will receive a confirmation of registration which will specify any conditions that apply.

If you do not meet the **fitness** requirements, your application will be declined. It may be possible to reapply at a later date if your circumstances change.

If you do not meet the **qualification** requirements, your application will be declined. In this situation you have the option to apply to an Aotearoa New Zealand midwifery education programme and gain registration on successful completion of the Bachelor of Midwifery programme. [Further information can be found on our website.](#)

If the Council is unsure whether your midwifery qualification, and post registration practice and education are equivalent to the Aotearoa New Zealand registration standard you will need to undertake a Registration Assessment. This assessment is comprised of a theory online exam and then Objective Structured Clinical Examination (OSCE). The online examination can be undertaken in Aotearoa New Zealand or at an overseas location hosted by the provider, Aspeq. Applicants will need to contact [Aspeq](#) to book their venue and pay for their examination. The OSCE is held at a test centre in Aotearoa New Zealand.

Your application may proceed if you pass the Registration Assessment.

## After Registration

### Practising Certificate

Once you have gained registration you will need to apply for a Practising Certificate (APC). **You may not practise midwifery in Aotearoa New Zealand without a current practising certificate.**

A separate application and fee are necessary for your practising certificate. A list of the [current fees](#) is on our website.

Practising certificates are issued annually and expire on 31 March each year. Before you can apply for your practising certificate, you must provide:

- evidence of completion of Cultural Competence course and either completion of or enrolment in the Aotearoa New Zealand Maternity and Midwifery Systems module.
- A plan to complete the overseas competence programme [Internationally Qualified Midwife Course Plan](#).
- Evidence of employment or, if intending to work as an LMC, of details of how you will practise within an established group practice.
- Paperwork (sent with confirmation of registration) signed and returned.

### **Overseas Competence Programme**

There will be a number of conditions on your Scope of Practice that reflect competencies required of midwives in Aotearoa New Zealand and which do not have a parallel in other jurisdictions. These are likely to be:

- Must work as an employed midwife or as a Lead Maternity Carer in an established group practice
- May not prescribe prescription medicines
- Must complete a competence programme with the following modules:
  - Aotearoa New Zealand Maternity and Midwifery Systems
  - Pharmacology and Prescribing for Midwives
  - Examination of the Newborn
  - Cultural Competence
  - Treaty of Waitangi
  - Growth Assessment Protocol (GAP)
- Must practice under supervision

The document [Internationally Qualified Midwife Course Plan](#) is found on our website. This outlines the required education for the Overseas Competence Programme (OCP) should you be entered onto the Register of Midwives. This should be viewed to ensure you are familiar with the requirements of the OCP once you have a practising certificate.

You will have two years from the date of your first practising certificate to complete this education.

You must practise either as an employed midwife or within an established group practice which includes formal professional practice arrangements with structured back up and regular practice meetings. No midwives in the practice may be under Council processes.

- You will also be required to have a supervisor who will be formally appointed to the role by the Council. A report will be sought from the supervisor at the end of each month until the Overseas Competence Programme is completed. This report provides the Council with assurance that you are practising at the required standard and feedback on your

integration into the NZ maternity system. Please refer to [Gazetted Fees](#) for the cost of mentoring.

- The Council has signed agreements with hospitals that means midwives employed as Clinical Midwife Coaches will be engaged as supervisors. In this situation there is no cost to the midwife.

### **Recertification Programme**

The Midwifery Council is required by the Health Practitioners Competence Assurance Act to ensure that midwives continue to meet the competencies for practice as a midwife each year before reissuing practising certificates. To satisfy the Council, all midwives must participate in the Midwifery Council Recertification Programme (continuing professional development). You will be sent information about the requirements upon registration. Further information can also be found on the [Recertification](#) page of our website.

### **The Health Provider Index (HPI)**

A national index of health practitioners is administered by the Ministry of Health.

The purpose of the HPI is to uniquely identify health practitioners and to hold that information in a central, national database. It may also hold details of some non-practitioners (e.g., hospital admission clerk, medical centre practice manager), healthcare organisations, and health delivery facilities. It will facilitate electronic data sharing, for example for claiming subsidised healthcare payments, and access to patient health information.

More Information can be found at the [Health Provider Index](#) website.